

CAI  
MS  
-1994  
E52

Energy efficiency and the  
Electronic Office



3 1761 1176514 0







MORE THAN JUST A LABEL

**ENERGUIDE**

PLUS QU'UNE ÉTIQUETTE

## ***Energy Efficiency and the Electronic Office***

In a typical office environment, a great deal of energy is used to reproduce information on paper. However, paper is often not the most energy-efficient tool for the job that needs to be done. In the modern-day office, computer and telecommunications technologies are frequently the best option for generating, communicating and storing information.

One potential energy-saving tool that is often overlooked within the office is the laptop computer. Laptops use 10 per cent or less of the electricity consumed by typical desktop computers. Chances are that their increased use could significantly reduce energy consumption in your office.

Electronic communications also offer tremendous opportunities to reduce paper flow and help your office operate more effectively and efficiently. A wide range of technology, products and services are available. These include Local Area Networks (LANs), which can minimize capital and energy costs by enabling several users to share energy-consuming computing devices such as printers, scanners

and fax/modems. LANs are also used to electronically transfer internal messages, mail and files, and to enable several users to share multi-user licensed software packages.

Modems have also become invaluable tools for transferring information. A computer and modem can be used to transfer huge amounts of voice, data and video information across the city, the nation or the world, without a single piece of paper leaving your office. Modems also give you access to such products as electronic mail, bulletin boards, databases and data interchanges.

Finally, a wide range of electronic storage media offer cost-effective and convenient alternatives to storing and distributing information on paper. High-capacity hard drives, CD-ROM and removable, multiple read/write storage technologies are now widely available. Each of these electronic alternatives offers an energy-efficient and cost-effective means of storing and distributing information, reducing paper requirements, and ensuring the long-term preservation of the stored information.



FACT SHEET



Natural Resources  
Canada

Ressources naturelles  
Canada

Canada



AYR-4865

3082336

CH1  
MS  
- 1994  
E52

When using any of these technologies, it is important to keep the information electronic, except in cases where hard copies of legal documents are required. In other words, store the information in the computer, not on paper. Orienting yourself to managing information rather than paper may well require major changes in the way you work. But it also means you will be maximizing energy savings and taking full advantage of the electronic technologies of the "Information Age".

For further information on energy efficiency in the office, write to the following address for your free copy of the publication entitled "Guide to Buying and Using Energy-efficient Office Equipment":

Energy Publications  
c/o Canada Communication Group  
Ottawa, Ontario  
K1A 0S9  
Fax: (819) 994-1498

Published by the authority of the Minister of  
Natural Resources Canada  
© Minister of Supply and Services Canada 1994  
Cat. no. M91 - 20/4-1994E  
ISBN 0-662-22266-0  
*Aussi disponible en français*











06-000